

<b>GENERAL SERVICES ADMINISTRATION</b> Approved For Release 2001/08/09 : CIA-RDP78-05538A000100070023-9 <b>REPORT OF ELECTRICAL TYPEWRITERS IN USE</b>		DEPARTMENT OR AGENCY BUREAU, OFFICE OR SERVICE	
See reverse for instructions		ORGANIZATIONAL UNIT (Name and location of unit having physical custody of machine) Organization & Methods Service	
LOCATED (Check one) <input checked="" type="checkbox"/> IN UNITED STATES (Check one) <input type="checkbox"/> OUTSIDE UNITED STATES (Check one) <input type="checkbox"/> RENTED (Check one) <input checked="" type="checkbox"/> GOVERNMENT-OWNED (Check one) <input type="checkbox"/> USED IN POOL (Check one) <input checked="" type="checkbox"/> USED OUTSIDE POOL	APPROPRIATION TITLE		
TYPE OF MACHINE Electric Typewriters			
MAKE (Name of manufacturer) IBM			
CARRIAGE LENGTH (Platen in inches)	NUMBER OF MACHINES INCLUDED IN THIS REPORT Two	AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR (If report covers machines in a pool, enter total hours used per day for all machines)	
COST (If report pertains to Government-owned machines)		\$ 333.12 each	
ANNUAL RENTAL (If report pertains to rental machines)		\$	
TYPE OF WORK (Enter time used for each of the following types)		AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR	
A. CONTINUOUS FORMS OR INVOICE PREPARATION			
B. STENCIL OR REPRODUCTION WORK			
C. MULTIPLE COPIES (10 OR MORE)		8 hrs. per day, ea.	
D. STATISTICAL OR TABULAR			
E. COPY OVER 15" IN WIDTH			
F. CORRESPONDENCE		8 hrs. per day, ea.	
G. OTHER (Specify)			
H.			
I.			
J.			
K.			
L.			
REMARKS			
TITLE		DATE PREPARED	
1/08/09 : CIA-RDP78-05538A000100070023-9		October 13, 1953	

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## INSTRUCTIONS

Electrical typewriters include all electrically-operated machines (except bookkeeping and billing machines) which have the general appearance of typewriters, are used for producing printed characters as a substitute for writing, and have a keyboard, depression of keys serving to impress a type upon the paper through the medium of an inked or carbon ribbon. Examples are vari-typers, hectowriters, proportional spacing machines, etc. (See Comptroller General's decision B-78978 of September 2, 1948.)

Separate reports will be submitted for each machine except when machines are assigned to a typing pool and are all used for substantially the same types of work. In these cases a report will cover all machines of the same type, make and carriage length, except, that separate reports must be submitted for (a) rented machines and (b) Government-owned machines.

Machines located in Continental U. S. will be reported separately from those located in Territories, Possessions and Foreign Countries.

If report pertains to rented machines, show appropriation chargeable.

If report pertains to Government-owned machines, show the appropriation or other budget identification of the program for which the machine is used.

The possibility that the work done by a machine during any given period of time may fall within more than one of the type of work categories listed is recognized. In such case, the average hours of work should be entered opposite the type of work which is considered most important. The hours of such work should not be entered opposite any other type of work category. The total of the entries on lines A through L shall equal but not exceed the number of hours shown as the "Average Number of Hours Used Per Work Day During Past Year."

The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.